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UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF INFORMATION

WASHINGTON, D. C.

August 8, 1947

OFFICE OF INFORMATION MEMORANDUM NO. 89

(Pursuant to Department Regulation 1381)

This memorandum endeavors to clarify the duties and responsibilities inherent in Department Regulation 1381, "Duplicated Material for Distribution to the Public," and establishes procedures necessary to effectuate the provisions of this Regulation.

Coverage of Regulation 1381

Regulation 1381 requires that all duplicated material distributed to persons outside the Federal Government shall be reviewed before duplication and before distribution. Heretofore, the requirement has been that "informational" materials must be cleared before issuance, but that "administrative" materials did not require prior clearance. This distinction between "informational" and "administrative" materials has been dropped* and the single criterion, "distribution to the public," has been substituted. In short, all duplicated materials, whether they are classed as administrative or informational, whether they are stamped "administrative" or not, which reach the public must now be reviewed before issuance. This change was made in Regulation 1381 since experience has shown that there are questions of policy and public relations in any material reaching the public, and consequently that all such material should be reviewed before issuance.

It should be noted that Regulation 1381 defines "distribution to the public" as including State and County Extension workers, Agricultural Conservation committees, Soil Conservation District boards, REA cooperatives, and similar groups...and consequently that duplicated material distributed to such individuals or groups must be reviewed before issuance.

Delegation of Responsibility

Regulation 1381 requires that chiefs of bureaus, through their designated information officers and field officers, shall be responsible for the review before issuance of all duplicated material for distribution to the public. This means that the present practice of clearing duplicated "informational" material with the Publications and Distribution Control Office in the Office of Information has been discontinued.* Responsibility for the review and clearance of this "informational" material--and of all other duplicated material that reaches the public--has been returned to the bureaus, where it was before the war. (There is no change in the present handling of printed material.)

*Except as necessitated by Bureau of the Budget publications control requirements, discussed later in this memorandum.

Standards for Duplicated Material Distributed to the Public

Successful delegation of responsibility to bureaus rests upon a common set of principles and standards to guide all of us in the review of duplicated material for distribution to the public. The following principles are suggested as guides:

1. Duplicated material for distribution to the public must have specific authorization or a strong justification for use in program or administrative operations.

2. Duplicated material for distribution to the public must be factual, accurate and authentic, impartial and non-critical of other Government agencies, even by implication.

3. Distribution of duplicated material must be warranted by a public need and must be consistent with the economical use of public funds.

4. Distribution of duplicated material must, in the last analysis, be in the public interest.

Office of Information Clearance Responsibilities

Regulation 1381 requires that in certain instances, duplicated material must be approved by the Office of Information prior to its issuance...namely, duplicated material (1) which involves questions of Department policy, (2) which impinges upon the work of other bureaus, or (3) which may be appropriately distributed by other bureaus. Responsibility for determining whether individual duplicated materials fall into these categories, and consequently must be cleared by the Office of Information, rests with bureau chiefs and their designated information officers. If there is doubt whether certain duplicated materials are in these categories, the Office of Information will assist in reviewing such material. In the determination of multi-bureau use of duplicated material, the Publications and Distribution Control Office offers its services in order that the most efficient and economical use of such material may be achieved throughout the entire Department.

Budget Bureau Regulations

Bureau of the Budget regulations require that mimeographed "informational" publications in excess of 5,000 copies and multilithed "informational" publications in excess of 15,000 copies must be cleared in advance by the Inter-Agency Publications Committee. Such duplicated material will, therefore, continue to be submitted for clearance to the Publications and Distribution Control Office in the Office of Information.

Office of Information Post-Audit

Regulation 1381 requires that the Director of Information review all duplicated material distributed to the public. This will be done under the present arrangement whereby copies of all materials processed by Photographic and Duplicating Services and by field duplicating plants are automatically sent to the Office of Information. In special instances it may be that materials for distribution to the public are processed on individual ditto or mimeograph machines and that copies are not automatically sent to the Office of Information. In such instances, bureau chiefs and their delegated information officers shall be responsible for sending copies to the Office of Information.

Duplicated Periodicals

Regulation 1381 specifies that no new duplicated periodicals, whether for distribution to the public or for intra-Department or intra-Government distribution, shall be established without approval of the Director of Information. This includes the re-establishment of periodicals discontinued during the war. It is the policy of the Office of Information (and of the Bureau of the Budget) to discourage the establishment of any new publications for internal use.

Duplicating versus Printing

In general, duplicated processes are used for spot needs for a limited number of copies. Whenever a proposed job can be printed more economically than it can be mimeographed, multilithed, or otherwise duplicated -- and whenever the time factor is not crucial -- the job should be printed.

This memorandum supersedes and therefore cancels the section on "Duplicated Materials" in Office of Information Memorandum Number 64, dated November 30, 1943, and in its entirety Office of Information Memorandum Number 64, Supplement 2, dated January 17, 1947.

Keith Himebaugh
Director of Information

REGULATIONS OF THE U. S. DEPARTMENT OF AGRICULTURE

Duplicated Publications

1381. Duplicated Material for Distribution to the Public.

1. "Duplicated material," as used in this regulation, means all mimeographed, multilithed, dittoed, and other mechanically duplicated material, except printed material, for distribution to the public generally or to State or county Extension workers, Agricultural Conservation committees, Soil Conservation District boards, REA cooperatives, or similar groups which cooperate in Department programs.

2. Chiefs of bureaus are responsible for seeing that all duplicated material is properly reviewed before it is duplicated and that it is limited, both in length and in number of copies, to that necessary to carry on the work of the Department effectively, consistent with the wise expenditure and economical use of public funds.

3. The chief of each bureau shall designate an information officer in Washington and a qualified official in each field office which issues duplicated material, who shall, subject to the direction of the chief of the bureau or other designated bureau official, (1) review all such material, prior to duplication, from the standpoint of public information and Departmental policy, and (2) review the distribution to be made of such material in order to see that distribution is limited to the minimum essential. The names of all persons so designated and all subsequent changes in designations shall be reported to the Director of Information.

4. Duplicated material which may involve questions of Department policy or which involves the work of, or may be appropriate for public distribution by, other Departments, agencies, or bureaus shall be submitted to the Director of Information for approval prior to issue. The Director of Information will ascertain whether other bureaus, agencies, or Departments wish to make public distribution of such material.

5. No new duplicated periodicals shall be established without the approval of the Director of Information.

6. The Director of Information shall be responsible for making such reviews of duplicated material and the distribution thereof as may be necessary to insure that the provisions of this regulation are being carried out. He may require that certain material or types of material be discontinued or limited in distribution.

Approved 6-4-47 (Amendment 245)

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